



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION

Third Floor, William R. Snodgrass Tennessee Tower, 312 Eighth Avenue North, Nashville, Tennessee 37243-0557
(615) 741-1035 — FAX (615) 741-0684
<http://www.state.tn.us/generalserv/purchasing>

MEMORANDUM

TO: All Commissioners and Agency Heads

FROM: John Bissett, Director of Purchasing

CC: Agency Fiscal Directors and Agency Payment Card Coordinators

DATE: January 15, 2008

SUBJECT: Use of Unauthorized Payment Card Vendors

Your agency may be purchasing from the attached list of unauthorized vendors.

The Department of General Services requires that vendors become registered with the State if the amount of money being spent by agencies with the vendor is \$5000 or more in a six month period. These vendors were notified and given 60 days in which to become compliant with departmental policy. As of today's date, these vendors have failed to become registered. Please notify all payment cardholders within your agency that no purchases should be made from these vendors or from any vendor listed as unauthorized on the Purchasing Division's website www.tennessee.gov/generalserv/purchasing. Agencies should email helen.crowley@state.tn.us no later than Monday, February 11, 2008 that this information has been disseminated among your cardholders.

As part of the Department of General Service's responsibility, we will continue to monitor these and other purchases. If you have any questions or concerns, please contact Helen Crowley at the above email address.